

BANNOCK COUNTY
CLASS SPECIFICATION

BUILDING AND GROUNDS ASSISTANT

Department: Building and Grounds
FLSA Designation: Non-Exempt

Pay Grade: 7
Effective Date: 10/04, 8/09

Purpose of Class

Performs semi-skilled and skilled maintenance and service work on buildings, equipment and machinery, and utilities; performs related work as required.

Primary Function

The primary function of an employee in this class is to perform maintenance, repair, inspection, and service work on County buildings, including equipment, machinery, utilities and related systems. The work is performed under the supervision of the Building and Grounds Supervisor. The principal duties of this class are performed in a public building environment, detention facilities and outdoors and may include working on rooftops and in adverse weather conditions and hazards involving the use of power tools and equipment.

Essential Duties and Responsibilities (will vary by assignments)

- Performs scheduled maintenance, repair, and installation work on electrical, heating, air conditioning, ventilation, and plumbing systems;
- Performs maintenance, repair, and construction work on County buildings, including remodels;
- Troubleshoots, repairs, and maintains electrical and plumbing systems;
- Troubleshoots, repairs, and maintains sprinkler and irrigation systems;
- Performs painting and graffiti removal duties;
- Performs maintenance and repair work on restrooms and facilities;
- Maintains grounds, including sidewalks, parking lots, common areas, and planting areas, by picking up litter and trash, mowing grass, weeding planting areas, and irrigating;
- Performs snow removal duties, including sanding and salting walkways;
- Prepares bid specifications and cost estimates for contractors and vendors;
- Monitors work of contract vendors and contractors, including construction and improvement projects, for compliance and completion;
- Prepares required reports and maintains performance and maintenance records;
- Monitors expenditures to stay within budget and assists in setting budget priorities;
- Assists in determining Department annual budget, policies and procedures, and employee scheduling, training, and supervision;
- Assists in determining periodic (weekly, monthly, annual) maintenance schedule;
- Assists in determining long-range maintenance, repair, and remodel projects;

- Assists in scheduling and monitoring work projects performed by inmate and community service crews;
- Performs inventory control duties, including ordering supplies and negotiating with vendors;
- Performs bookkeeping duties and monitors accounts receivable and payable;
- Performs all work duties and activities in accordance with County policies, procedures, and safety policies.

Other Duties and Responsibilities

- Performs the duties of the Building and Grounds Supervisor in that employee's absence;
- On call after regular work hours to respond to emergency situations;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Building trade skills, including but not limited to, HVAC, plumbing, pneumatic, and electrical systems;
- Welding and fabrication methods and techniques;
- Methods, materials, tools and standard practices regarding painting, plumbing, electrical, and construction and repair related to interior and exterior building maintenance, repair, and remodeling;
- Applicable electrical, plumbing, and construction codes;
- Bookkeeping and office accounting principles and procedures;
- Record keeping and filing practices and procedures;
- Employee supervision and training methods;
- Federal (OSHA) regulations and County policies regarding safe work practices relating to use of power tools, ladders and power lifts, and hazardous chemicals.

Ability to:

- Operate power equipment, including but not limited to, drills, saws, rivet gun, grinder, and related equipment;
- Operate hand tools;
- Operate a welder;
- Operate a motor vehicle including snow removal equipment;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Comprehend blueprints, schematics, diagrams, and drawings;
- Understand and follow oral and/or written policies, procedures and instructions;
- Prepare written reports, including work orders and maintenance logs;
- Maintain records efficiently and accurately;
- Supervise and train assigned employees and workers;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform duties accurately and efficiently under time sensitive deadlines;

- Establish and maintain effective working relationships with other County employees, supervisory personnel, local elected and appointed officials, and the public;

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Two (2) years facility maintenance experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and alarm and warning systems, including backup alarms, and communicate in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, work orders, and blueprints, drawings, and related documents;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of power and hand tools and to make adjustments to equipment, operate a motor vehicle, and operate standard office equipment;
- Sufficient strength to lift objects over 50 pounds and lift/move up to 100 pounds occasionally;
- Sufficient body flexibility, agility, and balance to perform maintenance and repair operations which require working in confined spaces, climbing on ladders and power lifts, and to work in a building maintenance environment